

## VOLUNTEER OPPORTUNITIES

# Onsite: One-on-One Tutor



### Purpose

To tutor an adult student onsite, directly at The Learning Exchange or within vicinity, in one or more of the following: Reading, writing, life skills, math, numeracy, essential skills, and/or computer use.

### Duties

- Set goals and plan with the student and TLE staff
- Find and prepare tutoring material that suits the student's ability, goals and interests and/or use materials given by the teacher
- Tutor the student in the agreed upon subject (i.e. English, life skills, academic math)
- Maintain a positive, warm attitude that encourages the student to learn
- Discuss the student's progress with the Executive Director, class teacher or TLE staff member; discuss success or problems/issues if they arise
- Attend various in-service workshops and tutor discussion groups after tutoring begins
- Inform staff at TLE Centre about changes in meeting times or location
- Complete any necessary tutor reports and keep a record of hours volunteered with TLE
- Reporting to: Executive Director

### Requirements

- Minimum 18 years of age
- Minimum high school leaving certificate
- Completion of Orientation and TLE Basic Tutor Training\*
- Excellent verbal skills in English, good listening skills and able to read and write well in English
- Good basic skills in the area being tutored (i.e. reading, basic math, etc.)
- A patient, open-minded, flexible attitude
- Willingness to try new and creative ways of tutoring
- The ability to be on time for weekly appointments
- Work independently to provide support to the student
- Respect for confidentiality and privacy
- Provide references and sign Code of Ethics/Confidentiality Statement

### Time required

- Orientation and Basic Tutor Training
- A minimum commitment of six months preferred when working as a one-to-one tutor
- Flexible hours: General availability of 2 hours per session (i.e. class or tutoring session)
- 3+ hours of in-service workshops per year after tutoring begins

*\*Some tutors may begin tutoring before TLE Tutor Training is finished, depending on their experience and at the discretion of TLE Executive Director*